

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET

1. Date of Function/Expense: **18 Apr 17**
2. Type of Function/Expense: **Lunch IHO Rear Admiral Polar - Peruvian Superintendent**
3. Location Held: **Buchanan House**
4. ORF Account Charged: = **\$250.00**
*******Funding is subject to the enactment of the FY 2017 DoD Appropriation Act or Continuing Resolution Authority and is subject to whichever Act becomes available.*******

Event Expenses: **\$250.00**
Memento Expenses: **N/A**
Total ORF Cost: **\$250.00**

5. Name and Title of DOD Host (Military or Civilian):

Vice Admiral Ted Carter, USNA Superintendent

6. If DON ORF Policy Exception or Special Expense Approval was required, provide the following information: **N/A**

Type of Function or Expense requiring Policy Exception or special approval: **N/A**

Approving Official:

Date of Approval:

7. Authorized Guests (as defined in paragraph 7 of SECNAVINST 7042.7K) receiving ORF courtesies.

Total Authorized Guests invited: **6**

Total Authorized Guests in attendance: **6**

List the Names and Titles of five of the most distinguished or prominent authorized guests in attendance:

Rear Admiral Luis Polar, Superintendent, Peruvian Naval Academy

Captain (b) (6) Deputy Director of the Peruvian Navy Education Directorate

Commander (b) (6) Peruvian Coast Guard Representative

Mr. (b) (6) International Programs Office

LCDR (b) (6) Operations Officer/Military Assistance Group

8. Ratio of USNA personnel to Authorized Guests (Do not include guests who are paying a pro rata share of the cost): **1:6**

* If ratios are outside of the required percentages as defined in Paragraph 7 of SECNAVINST 7042.7K attach ratio deviation approval from AAUSN, CNO or CMC as appropriate or provide justification such as an RSVP list showing that the expected attendance was within ratio requirements or that the event was in honor of officials listed in Enclosure (1) of SECNAVINST 7042.7K

9. If Mementos were presented, complete the following:

Date presented: **18 April 2017**

Name/Title of Individual(s) Receiving mementos: **Rear Admiral Luis Polar**

Item(s) Presented: **(1) USNA Plaque – obtained from on hand inventory.**

Cost: **\$68.00**

10. If the Government Purchase Card (GPC) was used to pay for all or part of the expenses, complete the following:

Date of authorization or sub-authorization holder pre-approval for use of the GPC for the ORF event/Expense:

Description of Item/Service and Merchant Name: **Food & Consumables, Whole Foods**

Date Item/Service received: **17 Apr 2017**

ORF GPC Card Holder making Purchase: **CS1** (b) (6)

Name and Signature of Individual verifying receipt of item/service (must be different from the GPC card holder and individual must also initial the paper receipt verifying receipt of the items/services):

11. Approved By: **CAPT Lang, George, USNA Superintendent Chief of Staff**

(b) (6) 11/7/2017

(Name, Title, and Signature of Authorization/Sub-Authorization Holder or reference and attach separate approval documentation.)

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET

1. Date of Function/Expense: 18-19 November 2014
2. Type of Function/Expense: **Official Visit**
3. Location Held: Meals
4. ORF Account Charged:
Event Expenses:
 - 18 November 2014
 - Breakfast at Naval Academy Club: (\$18.11 X 5) \$90.56
 - Lunch at King Hall: (\$4.65 X 5) \$23.25
 - Dinner at Buchanan House: (\$60pp X (4 guests & 10 USNA)) \$900 ^{\$840}
 - Guest Host Ration: 4:10, meets SECNAVINST 7042.7K guidelines for ORF expenditures
 - 19 November 2014
 - Breakfast at Naval Academy Club: (\$18.11 X 5) \$90.56

Memento Expenses: TBD (plan for max allowable amount of \$350)

Total ORF Cost: ~~\$1454.37~~ **\$1394.37**

5. Name and Title of DOD Host (Military or Civilian):

VADM Walter Carter, Superintendent USNA

6. If DON ORF Policy Exception or Special Expense Approval was required, provide the following information: **N/A**

Type of Function or Expense requiring Policy Exception or special approval: **N/A**

Approving Official:

Date of Approval:

7. Authorized Guests (as defined in paragraph 7 of SECNAVINST 7042.7K) receiving ORF courtesies.

Total Authorized Guests invited: **4**

Total Authorized Guests in attendance:

List the Names and Titles of five of the most distinguished or prominent authorized guests in attendance:

Captain Kees Turnout, Commanding Officer Royal Netherlands Naval College

Dr. (b) (6), Dean, Faculty of Military Sciences

CDR (b) (6), Head of Maritime Training Facilities and Maritime Education

Captain (b) (6), Naval Attaché, Royal Netherlands Navy

8. Ratio of USNA personnel to Authorized Guests (Do not include guests who are paying a pro rata share of the cost): **10/4**

* If ratios are outside of the required percentages as defined in Paragraph 7 of SECNAVINST 7042.7K attach ratio deviation approval from AAUSN, CNO or CMC as appropriate or provide justification such as an RSVP list showing that the expected attendance was within ratio requirements or that the event was in honor of officials listed in Enclosure (1) of SECNAVINST 7042.7K

9. If Mementos were presented, complete the following:

Date presented: **18 November 2014**

Name/Title of Individual(s) Receiving mementos: **Captain Kees Turnout, Commanding Officer Royal Netherlands Naval College**

Item(s) Presented: TBD

Cost:

10. If the Government Purchase Card (GPC) was used to pay for all or part of the expenses, complete the following:

Date of authorization or sub-authorization holder pre-approval for use of the GPC for the ORF event/Expense:

Description of Item/Service and Merchant Name:

Date Item/Service received:

ORF GPC Card Holder making Purchase:

Name and Signature of Individual verifying receipt of item/service (must be different from the GPC card holder and individual must also initial the paper receipt verifying receipt of the items/services):

11. Approved By: **CAPT Vahsen, Steven, USNA Superintendent Chief of Staff**

(b) (6)

(Name, Title, and Signature of Authorization/Sub-Authorization Holder or reference and attach separate approval documentation.)



Naval Academy Catering
 United States Naval Academy
 2 Truxtun Road
 Annapolis, MD 21402
 410-293-2897/2899

BEO
Event #: E09514
 Revised: 11/13/2014

Client/Organization USNA SUPT's Office	Event Date 11/18/2014 (Tu)	Booking Contact (b) (6)	Booking Tel (b) (6)	Event # E09514
Address 121 Blake Road		Booking Email (b) (6)	Event Type Royal Netherlands Br	Gtd Guests 5
Party Name USNA SUPT's Office	Sales Rep (b) (6)	Category Breakfast	Member#	

Site Location

Site Name Naval Academy Club	Site Address 2 Truxtun Road, Annapolis, MD 21402
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Venue

Description Served Breakfast	Start 7:30 am	End 8:15 am	Serving NA	Banquet Room Porch	Setup Style Existing
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Setup Notes

Continental breakfast in Leyte Gulf porch for Royal Netherlands Command Officer

Mission discounts apply- No room fee, 15% Service Charge, 25 guest minimum waived

Food/Service Items

Food/Service Items	Price	Qty	Total
American Breakfast Buffet	\$15.75	25	\$393.75
<i>Assorted Mini Danish and Muffins, Bagels with Cream Cheese, Butter and Preserves, Sliced Seasonal Fruit, Scrambled Eggs, Bacon and Sausage, Hash Brown Potatoes, French Roast Regular & Decaf Coffee, an assortment of Herbal Teas Sugar, Sweet-n-Low, Equal, Splenda, Lemon Wedges, Honey and Half & Half Orange and Cranberry Juices, and Ice Water</i>			
Beverages			
Cranberry Juice			
Orange Juice			
MISSION EVENT DISCOUNTS			
Room Rental Fee Waived - Mission	(\$350.00)	1	(\$350.00)
25 Guests Minimum Requirement - Waived	(\$15.75)	20	(\$315.00)

Room Chg \$350.00

E09514 - USNA SUPT's Office

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	\$78.75	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	(\$350.00)	\$78.75
Service Charge	\$11.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.81
Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$90.56	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	(\$350.00)	\$90.56

Subtotal	\$78.75	Paid	\$0.00	Pay Method	Card Number
	Balance	\$90.56	Card Type		
Service Charge	\$11.81	Due Date		Card Holder	Expires
Total	\$90.56			Signature	

CATERING CONTRACT

The following represents an agreement between Naval Academy Catering and **USNA SUPT's Office** and outlines the specific conditions and services to be provided.

DEPOSIT SCHEDULE

In order to hold the requested event venue space, a deposit in the amount stated below must be received by the indicated due date.

DATE DUE: **NA**

AMOUNT DUE: **\$0.00**

MENU SELECTION

To ensure the availability of the finest food products possible and to uphold our standards for all food and beverage functions, menu selections must be complete **60** days prior to your event. In the event a menu selection is not made by the above guidelines, Naval Academy Catering cannot guarantee the availability of your menu selection.

**All food and beverage must be supplied by Naval Academy Catering.
No outside vendors are permitted.**

Please make all checks payable to Naval Academy Catering

TERMS AND CONDITIONS

Naval Academy Catering, or its preferred catering partner, has exclusive catering rights for all catered events conducted in Naval Academy facilities. If you have been approved by the Naval Academy to conduct a catered event in a facility other than the Naval Academy Club, your event will be catered by Naval Academy Catering and an applicable off-premise fee will be required.

We look forward to having your function with Naval Academy Catering. All reservations and agreements are made upon and subject to the following terms and conditions:

Deposit and Payment Requirements: To confirm your event, a non-refundable deposit of \$500.00 (\$2,500.00 for weddings) is due with a copy of this signed Catering Contract within 72 hours of event booking. The final guest count and final payment are due 3 days prior to the event. If any deposit or payment is not received on or before the due date, Naval Academy Catering reserves the right to cancel the event. If a hosted bar is selected, an estimated amount will be included in final payment. Account must be paid in full by VISA, Mastercard, American Express, Cash, Certified Check or Money Order three (3) business days prior to the event date. Any remaining balance must be paid no later than the event's conclusion.

Client Initials

Food and Beverage Revenue Minimums: Naval Academy Catering reserves the right to require food and beverage revenue

minimums for all functions. This fee includes room rental, food, beverage, and service charges, but does not include outsourced items, i.e., specialty rentals. The schedule of minimum revenue is as follows:

Breakfast	\$ 300.00
Weekday until 4pm	\$ 450.00
Weekday after 4pm	\$ 600.00
Saturday Wedding Receptions	\$10,000.00

The Alley Restaurant may be booked on Saturday or Sunday evenings via formal request and requires written approval by the Director, Naval Academy Business Services. For members, a minimum of \$4,000.00 food and beverage revenue is required. For a sponsored event, the minimum food and beverage revenue requirement is \$5,000.00.

\$11.81 and Taxes: All banquet charges are subject to a 20% (Sponsored) or 15% (Member) banquet service charge. Naval Academy Catering is exempt from state and federal tax.

Guaranteed Minimum: Client agrees to provide Naval Academy Catering the final guaranteed number of guests by 12 Noon three (3) business days prior to event. If no guarantee is received, Naval Academy Catering will prepare and charge for the number of persons estimated on the Banquet Event Order, or by the actual number of attendees, whichever is greater. If actual attendance for any catered function falls below the final guaranteed number, Client will be charged for the guaranteed number provided. If actual attendance exceeds the guarantee given, Client will be charged for the additional guests. Naval Academy Catering reserves the right to make menu substitutions when the guest count increases after the guarantee is given. Naval Academy Catering reserves the right to change room assignments should any group's attendance drop or increase without prior notification. _____ **Client Initials**

Time: All events have a scheduled start and end time as shown above. No event shall be permitted to run over the time specified as the end time shown above. Should your event start late (unless lateness is caused by Naval Academy Catering), you must still vacate by the contracted ending time. Should your event exceed the anticipated time frame outlined above, Client shall be subject to a \$500.00 event extension fee.

Event Cancellation: All cancellations must be in writing. Should the event be canceled, Naval Academy Catering may experience financial losses. Therefore, in the event the function cancels, Client will forfeit any deposits or payments made to Naval Academy Catering plus charges stated below as a liquidated damage fee, as follows:

0-30 days following initial deposit: Naval Academy Catering will retain 10% of deposit

After 31 days: Naval Academy Catering will retain 100% of initial deposit.

149 days or less from the event date: Naval Academy Catering will retain all deposits and charge the client 60% of estimated banquet total.

90 days or less from the event date: Naval Academy Catering will retain all deposits and charge the client 75% of estimated banquet total.

45 days or less from the event date: Naval Academy Catering will retain all deposits and charge the client 100% of estimated banquet total.

Charges will be payable upon receipt of your billing statement. We appreciate your cooperation in complying with this policy.

Areas Reserved: Function rooms are assigned by Naval Academy Catering according to guaranteed minimum number of guests anticipated. Naval Academy Catering reserves the right to change room arrangements should attendance drop or increase without prior notification. Changes in your program and requirements may result in additional function room rental. Room rental is for specified room or rooms only and does not grant exclusive rights to the entire club. Only such areas of Naval Academy Club and Catering premises as are specifically identified in this contract shall be deemed for the exclusive use of guests during the times of the event.

Naval Academy Catering Responsibility: Naval Academy Catering cannot be responsible for delays, changes, or cancellations due to strikes, unavailability of food, beverage, weather, restrictions on travel, acts of God, acts of terrorism, flood, or other causes whether enumerated herein or not, beyond the control of management preventing or interfering with performance. In any such case of cancellation by Naval Academy Catering, after 30 days from the initial deposit Naval Academy Catering will refund deposits paid, less the initial deposit, plus any actual expense of Naval Academy Catering for service, labor, management, rentals, utilities, and food in conjunction with the client's contracted event.

Client Responsibility: The client agrees to conduct functions in an orderly manner in full compliance with applicable laws, regulations and Naval Academy Club policies. The client whose name appears on the face of this contract, and by whose signature acceptance for the group is made, agrees to assume full responsibility for the conduct of its guests, invitees, and vendors, and, assumes liability for charges incurred by its guests. Further, client acknowledges that the conditions of the contract

along with the service arrangements as described on the face of this agreement are fully acceptable. Client assumes all responsibility for any loss, liability or damage done to any part of the Naval Academy Club and Catering property by client, vendors, guests, invitees, employees, independent contractors or other agents under the client's direction. In the event the conduct of the attendees at the function is determined, in management's discretion, not to be orderly or in full compliance with applicable laws, regulations and Club rules, Naval Academy Catering reserves the right to immediately terminate this contract without penalty and attendees must leave the premises when instructed to do so. In the event this contract is terminated due to the conduct of the attendees of this event, Naval Academy Catering shall be released from all liability associated with the contract termination. In addition, in the event that the conduct of attendees at the function causes Naval Academy Catering to offer a concession to another group, Customer agrees to be responsible for reimbursement to Naval Academy Catering for any concession offered to the other party. Further, in the event the Customer misrepresents the nature of the event and the content of the event is determined to be objectionable, in management's discretion, Naval Academy Catering has the right to immediately terminate this contract, without penalty and Naval Academy Catering is released from all liability associated with contract termination. A cleaning fee based on the damage incurred will be added should there be abnormal wear and tear to the premises. Naval Academy Catering is not liable for any loss of or damage to personal property of the client or client's guests. All decorations are the responsibility of the Client. Boxes containing items for your event sent to Naval Academy Catering are not to arrive earlier than 5 days prior to the event and must be taken or shipped at conclusion of the event. Any outside vendor may deliver items up to two hours prior to the event and should be marked with the name of the event, client date and time. **Naval Academy Catering is not responsible for any items delivered prior or left after an event. Nothing may be taped, nailed or otherwise affixed to walls, woodwork, floors ceilings or light fixtures.** Client shall remove all displays and decorations within 30 minutes of the conclusion of the event.

Off-Premise Events: An event not held in the Naval Academy Club may incur additional fees for labor, delivery, equipment rentals and cleaning, based upon the venue and/or food and beverage requirements. If the event occurs in a location that does not fall within Naval Academy Catering's core competency (the Naval Academy Club, Bo Coppedge Dining Room, Dahlgren Hall or the Visitors' Center) the client must designate a person to remain following the conclusion of the event in order to validate proper cleanliness and that all breakdown of the event has occurred to meet the specifications of the venue management.

Proper Dress Code: The Club requires all members and guests to be dressed appropriately. No jeans, tee shirts or hats are allowed. Dress slacks, polo shirts or military uniforms are acceptable. Those members and their guests that are not dressed appropriately will be asked to leave the premises.

Smoking is not permitted in the Naval Academy Club.

Events Contracting Outside Vendors: We request that you provide a copy of any outside vendor contracts (for example: band, tent rentals, specialty rentals) for us to review prior to signing vendor contract to ensure the successful coordination of the use of off-site vendors. This will allow us to make sure details for set-up and breakdown, as well as space and electrical requirements can be met and coordinated successfully. Musicians and other entertainers must maintain a sound level that does not interfere with the use of the facilities by and other Club members or guests. The Client must agree to support a request by management to lower the volume immediately if it is deemed to be too loud.

Electrical and/or telephone requirements beyond the normal operating capacity of the venue will be charged for accordingly and determined by material purchased and labor required.

Customer is responsible for any loss or damage caused by any vendor or their product to the facilities.

Please see our list of preferred professionals for recommended vendors.

Delivery of Flowers: Due to storage space and the delicate handling needs, your florist should be instructed not to deliver fresh flowers more than 90 minutes before an event.

Photography: Naval Academy Club and Catering reserves the right to take and publish photographs of any events being held on Naval Academy and Naval Academy Club grounds for marketing and promotional purpose.

Food and Beverage: All food and beverage prices are subject to change. Final menu selections will be confirmed at the time the Banquet Event Order is created. Naval Academy Catering reserves the right to make reasonable substitution in the unlikely event specified items are unavailable.

It is our policy to display our foods in an elegant, professional culinary manner. It is in that tradition that we support codes of health, which prohibit the removal of leftover food from a function. No food or beverage will be permitted to be brought into or taken out of the facilities by the patron, patron's guests or invitees without advance written approval by a senior management representative.

If alcoholic beverages are to be served on the premises, (or elsewhere covered under our beverage license), Naval Academy

Catering will require that alcohol be provided by Naval Academy Catering and that such beverages be dispensed only by Naval Academy Catering's trained servers and bartenders. Our alcoholic beverage license requires Naval Academy Catering to (1) request proper identification of any person that appear to be of questionable age and to refuse alcoholic beverage service if a person is either under age or proper identification cannot be produced and (2) refuse alcohol service to any person who, in our judgment, is under the influence of alcohol. The client, whose name appears on the face of this contract and by whose signature acceptance for group is made, will accept responsibility to ensure the group complies with all Naval Academy Catering policies and applicable laws and regulations.

Room and Catering Requirements: Naval Academy Catering will reserve event facilities and catering services as outlined in this contract. Naval Academy Catering will provide standard banquet set-up such as china, glass, silverware, chairs, tables and standard Naval Academy Catering linens for the time of the event. Should your reception necessitate additional space, we will make every effort to accommodate your requirements, provided space is available, at prevailing set-up and rental fees. Naval Academy Catering Management reserves the right to change your set-up and room arrangement if your guests would, in Naval Academy Catering's sole opinion, be better accommodated with another set-up.

Relocation Procedure: In the unlikely event that Naval Academy Catering is unable to provide the function space for this event, Naval Academy Catering will provide you with a comparable alternative agreement. Determination of a "comparable arrangement" is within Naval Academy Catering's sole discretion. If customer does not approve of the comparable arrangement, Naval Academy Catering can terminate this contract without penalty and Naval Academy Catering is released from any liability associated with the function, program or event.

Event Coordination: Naval Academy Catering recognizes the client's right to retain outside coordination services; however, this contract and its contents are binding between Naval Academy Catering and client. Naval Academy Catering will adhere to this contract scheduled time line and all details herein. _____ **Client Initials**

Parking and Access: Parking is generally available throughout the yard, at no charge. Security is strict, allowing drive-on access to only vehicles with Department of Defense decals. Guests with Handicap tags can drive onto the yard via Gate 1 without decals or temporary passes. In all cases, everyone over the age of 16 must present proper photo identification, whether walking or driving. In some instances, we are able to arrange for temporary passes for a very limited number of individuals. We are able to arrange access for vendors in support of events, given the proper vehicle information one week prior to the event.

Miscellaneous: This contract constitutes the entire agreement between the parties, and no representations not set forth herein are binding. This contract may be modified or amended only in writing and signed by the parties. This contract governs over any other writing, such as menus, brochures, web sites, or sales materials. This Agreement contains all the terms and conditions agreed upon by the parties hereto with reference to this Event, and no other agreements not specifically referred to, oral or otherwise, shall be deemed to exist or bind either of the parties hereto.

I accept the above arrangements as quoted and understand that a final guarantee and final, non-refundable payment are required no later than three (3) business days prior to event. I understand the final guarantee represents minimum billing and that, if not given on time, Naval Academy Catering may not purchase food and/or beverage for my event.

Client: _____ Date: _____

THE INDIVIDUAL SIGNING ABOVE ACCEPTS INDIVIDUAL AND PERSONAL LIABILITY FOR ALL OBLIGATIONS UNDER THIS CONTRACT, REGARDLESS OF HIS OR HER RELATION TO THE PERSON OR PERSONS HOLDING THE EVENT.

Sales Rep: _____ Date: _____

PLEASE SIGN ONE COPY AND RETURN TO NAVAL ACADEMY CATERING WITH THE REQUIRED DEPOSIT. ONCE RECEIVED, YOUR RESERVATION WILL BE HELD ON A DEFINITE BASIS.



Naval Academy Catering
 United States Naval Academy
 2 Truxtun Road
 Annapolis, MD 21402
 410-293-2897/2899

BEO
Event #: E09515
 Revised: 11/13/2014

Client/Organization	Event Date	Booking Contact	Booking Tel	Event #
USNA SUPT's Office	11/19/2014 (Wk	(b) (6)	(b) (6)	E09515
Address		Booking Email	Event Type	Gtd Guests
121 Blake Road		(b) (6)	Royal Netherlands Br	5
Party Name	Sales Rep	Category	Member #	
USNA SUPT's Office	(b) (6)	Breakfast		

Site Location

Site Name	Site Address
Naval Academy Club	2 Truxtun Road, Annapolis, MD 21402

Venue

Description	Start	End	Serving	Banquet Room	Setup Style
Served Breakfast	7:30 am	8:15 am	NA	Porch	Existing

Setup Notes

Continental breakfast in Leyte Gulf porch for Royal Netherlands Command Officer

Mission discounts apply- No room fee, 15% Service Charge, 25 guest minimum waived

Food/Service Items

Food/Service Items	Price	Qty	Total
American Breakfast Buffet	\$15.75	25	\$393.75
Assorted Mini Danish and Muffins, Bagels with Cream Cheese, Butter and Preserves, Sliced Seasonal Fruit, Scrambled Eggs, Bacon and Sausage, Hash Brown Potatoes, French Roast Regular & Decaf Coffee, an assortment of Herbal Teas Sugar, Sweet-n-Low, Equal, Splenda, Lemon Wedges, Honey and Half & Half Orange and Cranberry Juices, and Ice Water			
Beverages			
Cranberry Juice			
Orange Juice			

MISSION EVENT DISCOUNTS

Room Rental Fee Waived - Mission	(\$350.00)	1	(\$350.00)
25 Guests Minimum Requirement - Waived	(\$15.75)	20	(\$315.00)

Room Chg \$350.00

E09515 - USNA SUPT's Office

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	\$78.75	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	(\$350.00)	\$78.75
Service Charge	\$11.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.81
Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$90.56	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	(\$350.00)	\$90.56

Subtotal	\$78.75	Paid	\$0.00	Pay Method	Card Number
	Balance	\$90.56	Card Type		
Service Charge	\$11.81	Due Date		Card Holder	Expires
Total	\$90.56			Signature	

CATERING CONTRACT

The following represents an agreement between Naval Academy Catering and **USNA SUPT's Office** and outlines the specific conditions and services to be provided.

DEPOSIT SCHEDULE

In order to hold the requested event venue space, a deposit in the amount stated below must be received by the indicated due date.

DATE DUE: **NA**

AMOUNT DUE: **\$0.00**

MENU SELECTION

To ensure the availability of the finest food products possible and to uphold our standards for all food and beverage functions, menu selections must be complete **60** days prior to your event. In the event a menu selection is not made by the above guidelines, Naval Academy Catering cannot guarantee the availability of your menu selection.

**All food and beverage must be supplied by Naval Academy Catering.
No outside vendors are permitted.**

Please make all checks payable to Naval Academy Catering

TERMS AND CONDITIONS

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We look forward to having your function with Naval Academy Catering. All reservations and agreements are made upon and subject to the following terms and conditions:

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Client Initials

Food and Beverage Revenue Minimums: Naval Academy Catering reserves the right to require food and beverage revenue

minimums for all functions. This fee includes room rental, food, beverage, and service charges, but does not include outsourced items, i.e., specialty rentals. The schedule of minimum revenue is as follows:

Breakfast	\$ 300.00
Weekday until 4pm	\$ 450.00
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Saturday Wedding Receptions	\$10,000.00

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\$11.81 and Taxes: All banquet charges are subject to a 20% (Sponsored) or 15% (Member) banquet service charge. Naval Academy Catering is exempt from state and federal tax.

Guaranteed Minimum: Client agrees to provide Naval Academy Catering the final guaranteed number of guests by 12 Noon three (3) business days prior to event. If no guarantee is received, Naval Academy Catering will prepare and charge for the number of persons estimated on the Banquet Event Order, or by the actual number of attendees, whichever is greater. If actual attendance for any catered function falls below the final guaranteed number, Client will be charged for the guaranteed number provided. If actual attendance exceeds the guarantee given, Client will be charged for the additional guests. Naval Academy Catering reserves the right to make menu substitutions when the guest count increases after the guarantee is given. Naval Academy Catering reserves the right to change room assignments should any group's attendance drop or increase without prior notification. _____ **Client Initials**

Time: All events have a scheduled start and end time as shown above. No event shall be permitted to run over the time specified as the end time shown above. Should your event start late (unless lateness is caused by Naval Academy Catering), you must still vacate by the contracted ending time. Should your event exceed the anticipated time frame outlined above, Client shall be subject to a \$500.00 event extension fee.

Event Cancellation: All cancellations must be in writing. Should the event be canceled, Naval Academy Catering may experience financial losses. Therefore, in the event the function cancels, Client will forfeit any deposits or payments made to Naval Academy Catering plus charges stated below as a liquidated damage fee, as follows:

0-30 days following initial deposit: Naval Academy Catering will retain 10% of deposit

After 31 days: Naval Academy Catering will retain 100% of initial deposit.

149 days or less from the event date: Naval Academy Catering will retain all deposits and charge the client 60% of estimated banquet total.

90 days or less from the event date: Naval Academy Catering will retain all deposits and charge the client 75% of estimated banquet total.

45 days or less from the event date: Naval Academy Catering will retain all deposits and charge the client 100% of estimated banquet total.

Charges will be payable upon receipt of your billing statement. We appreciate your cooperation in complying with this policy.

Areas Reserved: Function rooms are assigned by Naval Academy Catering according to guaranteed minimum number of guests anticipated. Naval Academy Catering reserves the right to change room arrangements should attendance drop or increase without prior notification. Changes in your program and requirements may result in additional function room rental. Room rental is for specified room or rooms only and does not grant exclusive rights to the entire club. Only such areas of Naval Academy Club and Catering premises as are specifically identified in this contract shall be deemed for the exclusive use of guests during the times of the event.

Naval Academy Catering Responsibility: Naval Academy Catering cannot be responsible for delays, changes, or cancellations due to strikes, unavailability of food, beverage, weather, restrictions on travel, acts of God, acts of terrorism, flood, or other causes whether enumerated herein or not, beyond the control of management preventing or interfering with performance. In any such case of cancellation by Naval Academy Catering, after 30 days from the initial deposit Naval Academy Catering will refund deposits paid, less the initial deposit, plus any actual expense of Naval Academy Catering for service, labor, management, rentals, utilities, and food in conjunction with the client's contracted event.

Client Responsibility: The client agrees to conduct functions in an orderly manner in full compliance with applicable laws, regulations and Naval Academy Club policies. The client whose name appears on the face of this contract, and by whose signature acceptance for the group is made, agrees to assume full responsibility for the conduct of its guests, invitees, and vendors, and, assumes liability for charges incurred by its guests. Further, client acknowledges that the conditions of the contract

along with the service arrangements as described on the face of this agreement are fully acceptable. Client assumes all responsibility for any loss, liability or damage done to any part of the Naval Academy Club and Catering property by client, vendors, guests, invitees, employees, independent contractors or other agents under the client's direction. In the event the conduct of the attendees at the function is determined, in management's discretion, not to be orderly or in full compliance with applicable laws, regulations and Club rules, Naval Academy Catering reserves the right to immediately terminate this contract without penalty and attendees must leave the premises when instructed to do so. In the event this contract is terminated due to the conduct of the attendees of this event, Naval Academy Catering shall be released from all liability associated with the contract termination. In addition, in the event that the conduct of attendees at the function causes Naval Academy Catering to offer a concession to another group, Customer agrees to be responsible for reimbursement to Naval Academy Catering for any concession offered to the other party. Further, in the event the Customer misrepresents the nature of the event and the content of the event is determined to be objectionable, in management's discretion, Naval Academy Catering has the right to immediately terminate this contract, without penalty and Naval Academy Catering is released from all liability associated with contract termination. A cleaning fee based on the damage incurred will be added should there be abnormal wear and tear to the premises. Naval Academy Catering is not liable for any loss of or damage to personal property of the client or client's guests. All decorations are the responsibility of the Client. Boxes containing items for your event sent to Naval Academy Catering are not to arrive earlier than 5 days prior to the event and must be taken or shipped at conclusion of the event. Any outside vendor may deliver items up to two hours prior to the event and should be marked with the name of the event, client date and time. **Naval Academy Catering is not responsible for any items delivered prior or left after an event. Nothing may be taped, nailed or otherwise affixed to walls, woodwork, floors ceilings or light fixtures.** Client shall remove all displays and decorations within 30 minutes of the conclusion of the event.

Off-Premise Events: An event not held in the Naval Academy Club may incur additional fees for labor, delivery, equipment rentals and cleaning, based upon the venue and/or food and beverage requirements. If the event occurs in a location that does not fall within Naval Academy Catering's core competency (the Naval Academy Club, Bo Coppedge Dining Room, Dahlgren Hall or the Visitors' Center) the client must designate a person to remain following the conclusion of the event in order to validate proper cleanliness and that all breakdown of the event has occurred to meet the specifications of the venue management.

Proper Dress Code: The Club requires all members and guests to be dressed appropriately. No jeans, tee shirts or hats are allowed. Dress slacks, polo shirts or military uniforms are acceptable. Those members and their guests that are not dressed appropriately will be asked to leave the premises.

Smoking is not permitted in the Naval Academy Club.

Events Contracting Outside Vendors : We request that you provide a copy of any outside vendor contracts (for example: band, tent rentals, specialty rentals) for us to review prior to signing vendor contract to ensure the successful coordination of the use of off-site vendors. This will allow us to make sure details for set-up and breakdown, as well as space and electrical requirements can be met and coordinated successfully. Musicians and other entertainers must maintain a sound level that does not interfere with the use of the facilities by and other Club members or guests. The Client must agree to support a request by management to lower the volume immediately if it is deemed to be too loud.

Electrical and/or telephone requirements beyond the normal operating capacity of the venue will be charged for accordingly and determined by material purchased and labor required.

Customer is responsible for any loss or damage caused by any vendor or their product to the facilities.

Please see our list of preferred professionals for recommended vendors.

Delivery of Flowers: Due to storage space and the delicate handling needs, your florist should be instructed not to deliver fresh flowers more than 90 minutes before an event.

Photography: Naval Academy Club and Catering reserves the right to take and publish photographs of any events being held on Naval Academy and Naval Academy Club grounds for marketing and promotional purpose.

Food and Beverage: All food and beverage prices are subject to change. Final menu selections will be confirmed at the time the Banquet Event Order is created. Naval Academy Catering reserves the right to make reasonable substitution in the unlikely event specified items are unavailable.

It is our policy to display our foods in an elegant, professional culinary manner. It is in that tradition that we support codes of health, which prohibit the removal of leftover food from a function. No food or beverage will be permitted to be brought into or taken out of the facilities by the patron, patron's guests or invitees without advance written approval by a senior management representative.

If alcoholic beverages are to be served on the premises, (or elsewhere covered under our beverage license), Naval Academy

Catering will require that alcohol be provided by Naval Academy Catering and that such beverages be dispensed only by Naval Academy Catering's trained servers and bartenders. Our alcoholic beverage license requires Naval Academy Catering to (1) request proper identification of any person that appear to be of questionable age and to refuse alcoholic beverage service if a person is either under age or proper identification cannot be produced and (2) refuse alcohol service to any person who, in our judgment, is under the influence of alcohol. The client, whose name appears on the face of this contract and by whose signature acceptance for group is made, will accept responsibility to ensure the group complies with all Naval Academy Catering policies and applicable laws and regulations.

Room and Catering Requirements: Naval Academy Catering will reserve event facilities and catering services as outlined in this contract. Naval Academy Catering will provide standard banquet set-up such as china, glass, silverware, chairs, tables and standard Naval Academy Catering linens for the time of the event. Should your reception necessitate additional space, we will make every effort to accommodate your requirements, provided space is available, at prevailing set-up and rental fees. Naval Academy Catering Management reserves the right to change your set-up and room arrangement if your guests would, in Naval Academy Catering's sole opinion, be better accommodated with another set-up.

Relocation Procedure: In the unlikely event that Naval Academy Catering is unable to provide the function space for this event, Naval Academy Catering will provide you with a comparable alternative agreement. Determination of a "comparable arrangement" is within Naval Academy Catering's sole discretion. If customer does not approve of the comparable arrangement, Naval Academy Catering can terminate this contract without penalty and Naval Academy Catering is released from any liability associated with the function, program or event.

Event Coordination: Naval Academy Catering recognizes the client's right to retain outside coordination services; however, this contract and its contents are binding between Naval Academy Catering and client. Naval Academy Catering will adhere to this contract scheduled time line and all details herein. _____ **Client Initials**

Parking and Access: Parking is generally available throughout the yard, at no charge. Security is strict, allowing drive-on access to only vehicles with Department of Defense decals. Guests with Handicap tags can drive onto the yard via Gate 1 without decals or temporary passes. In all cases, everyone over the age of 16 must present proper photo identification, whether walking or driving. In some instances, we are able to arrange for temporary passes for a very limited number of individuals. We are able to arrange access for vendors in support of events, given the proper vehicle information one week prior to the event.

Miscellaneous: This contract constitutes the entire agreement between the parties, and no representations not set forth herein are binding. This contract may be modified or amended only in writing and signed by the parties. This contract governs over any other writing, such as menus, brochures, web sites, or sales materials. This Agreement contains all the terms and conditions agreed upon by the parties hereto with reference to this Event, and no other agreements not specifically referred to, oral or otherwise, shall be deemed to exist or bind either of the parties hereto.

I accept the above arrangements as quoted and understand that a final guarantee and final, non-refundable payment are required no later than three (3) business days prior to event. I understand the final guarantee represents minimum billing and that, if not given on time, Naval Academy Catering may not purchase food and/or beverage for my event.

Client: _____ Date: _____

THE INDIVIDUAL SIGNING ABOVE ACCEPTS INDIVIDUAL AND PERSONAL LIABILITY FOR ALL OBLIGATIONS UNDER THIS CONTRACT, REGARDLESS OF HIS OR HER RELATION TO THE PERSON OR PERSONS HOLDING THE EVENT.

Sales Rep: _____ Date: _____

PLEASE SIGN ONE COPY AND RETURN TO NAVAL ACADEMY CATERING WITH THE REQUIRED DEPOSIT. ONCE RECEIVED, YOUR RESERVATION WILL BE HELD ON A DEFINITE BASIS.

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET

1. Date of Function/Expense: **19 Jun 17**
2. Type of Function/Expense: **Lunch IHO VADM Eliyahu Sharvit, Commander in Chief, Israeli Navy.**
3. Location Held: **Buchanan House**
4. ORF Account Charged: = **\$460.00**

*******Funding is subject to the enactment of the FY 2017 DoD Appropriation Act or Continuing Resolution Authority and is subject to whichever Act becomes available.*******

Event Expenses: **\$460.00**
Memento Expenses: **N/A**
Total ORF Cost: **\$460.00**

5. Name and Title of DOD Host (Military or Civilian):

Vice Admiral Ted Carter, USNA Superintendent

6. If DON ORF Policy Exception or Special Expense Approval was required, provide the following information: **N/A**

Type of Function or Expense requiring Policy Exception or special approval: **N/A**

Approving Official:

Date of Approval:

7. Authorized Guests (as defined in paragraph 7 of SECNAVINST 7042.7K) receiving ORF courtesies.

Total Authorized Guests invited: **7**

Total Authorized Guests in attendance: **7**

List the Names and Titles of five of the most distinguished or prominent authorized guests in attendance:

VADM Eliyahu Sharvit, Commander in Chief, Israeli Navy

RADM Todd Squire, N52 Flag Escort

CAPT (b) (6), Naval Attaché

CAPT (b) (6), Head of Regimental HQ, Israeli Navy

CDR (b) (6), Commander 33rd Missile Boat Squadron

8. Ratio of USNA personnel to Authorized Guests (Do not include guests who are paying a pro rata share of the cost): **5:7**

* If ratios are outside of the required percentages as defined in Paragraph 7 of SECNAVINST 7042.7K attach ratio deviation approval from AAUSN, CNO or CMC as appropriate or provide

justification such as an RSVP list showing that the expected attendance was within ratio requirements or that the event was in honor of officials listed in Enclosure (1) of SECNAVINST 7042.7K

9. If Mementos were presented, complete the following:

Date presented:

Name/Title of Individual(s) Receiving mementos:

Item(s) Presented:

Cost:

10. If the Government Purchase Card (GPC) was used to pay for all or part of the expenses, complete the following:

Date of authorization or sub-authorization holder pre-approval for use of the GPC for the ORF event/Expense:

Description of Item/Service and Merchant Name: **Food & Consumables, Whole Foods**

Date Item/Service received: **19 Jun 2017**

ORF GPC Card Holder making Purchase: CS1 (b) (6)

Name and Signature of Individual verifying receipt of item/service (must be different from the GPC card holder and individual must also initial the paper receipt verifying receipt of the items/services):

11. Approved By: LCDR (b) (6) USNA Staff Judge Advocate

(b) (6)

LCDR JHOC, USN

12. Approved By: CAPT Lang, George, USNA Superintendent Chief of Staff

(b) (6)

6/12/2017

(Name, Title, and Signature of Authorization/Sub-Authorization Holder or reference and attach separate approval documentation.)

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET

1. Date of Function/Expense: **24 January 2018**
2. Type of Function/Expense: **Lunch IHO Chief of Naval Operations, Republic of Korea**
3. Location Held: **Buchanan House**
4. ORF Account Charged: = **\$480.00**

Event Expenses: **\$480.00**

Memento Expenses: **N/A**

Total ORF Cost: **\$480.00**

5. Name and Title of DOD Host (Military or Civilian):

Vice Admiral Ted Carter, USNA Superintendent

6. If DON ORF Policy Exception or Special Expense Approval was required, provide the following information: **N/A**

Type of Function or Expense requiring Policy Exception or special approval: **N/A**

Approving Official:

Date of Approval:

7. Authorized Guests (as defined in paragraph 7 of SECNAVINST 7042.7K) receiving ORF courtesies.

Total Authorized Guests invited: 16

Total Authorized Guests in attendance: 16

List the Names and Titles of five of the most distinguished or prominent authorized guests in attendance:

ADM Hyun-Seong Um, Republic of Korea Chief of Naval Operations

Rear Admiral Jeong-Sang Youn, Commander Naval Force Analysis Test and

Evaluation Group

Rear Admiral (b) (6) Flag Secretary

Captain (b) (6) Chief of Policy

Captain (b) (6) Executive Assistance

8. Ratio of USNA personnel to Authorized Guests (Do not include guests who are paying a pro rata share of the cost): **3:13**

* If ratios are outside of the required percentages as defined in Paragraph 7 of SECNAVINST 7042.7K attach ratio deviation approval from AAUSN, CNO or CMC as appropriate or provide justification such as an RSVP list showing that the expected attendance was within ratio

requirements or that the event was in honor of officials listed in Enclosure (1) of SECNAVINST 7042.7K

9. If Mementos were presented, complete the following:

Date presented:

Name/Title of Individual(s) Receiving mementos:

Item(s) Presented:

Cost:

10. If the Government Purchase Card (GPC) was used to pay for all or part of the expenses, complete the following:

Date of authorization or sub-authorization holder pre-approval for use of the GPC for the ORF event/Expense:

Description of Item/Service and Merchant Name:

Food & Consumables, Whole Foods

Date Item/Service received: **24 January 2018**

ORF GPC Card Holder making Purchase: CSC (b) (6)

Name and Signature of Individual verifying receipt of item/service (must be different from the GPC card holder and individual must also initial the paper receipt verifying receipt of the items/services):

11. Approved By: LCDR (b) (6) USNA Staff Judge Advocate

(b) (6)

12. Approved By: CAPT Lang, George, USNA Superintendent Chief of Staff

(b) (6)

(Name, Title, and Signature of Authorization/Sub-Authorization Holder or reference and attach separate approval documentation.)

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET

1. Date of Function/Expense: **25 Sep 2017**
2. Type of Function/Expense: **Lunch Commemorating the Spanish Navy and U.S. Navy relationship**
3. Location Held: **United States Naval Academy – Buchanan House**
4. ORF Account Charged: **\$4900.00**
Event Expenses: **\$4900.00**
Memento Expenses: **N/A**
Total ORF Cost: **\$4900.00**
5. Name and Title of DOD Host (Military or Civilian):

VADM Ted Carter, USNA Superintendent

6. If DON ORF Policy Exception or Special Expense Approval was required, provide the following information: **N/A**

Type of Function or Expense requiring Policy Exception or special approval:

Approving Official:

Date of Approval:

7. Authorized Guests (as defined in paragraph 7 of SECNAVINST 7042.7K) receiving ORF courtesies.

Total Authorized Guests invited: **105**

Total Authorized Guests in attendance: **105**

List the Names and Titles of five of the most distinguished or prominent authorized guests in attendance:

The Honorable Robert J. Wittman, Chair, USNA BOV

The Honorable James N. Mattis, U.S. Secretary of Defense

The Honorable Sean J. Stackley, U.S. Acting Secretary of the Navy

His Majesty Felipe VI de Borbon, the King of Spain

Ambassador Manuel Maria Lajarreta Lobo, Secretary General of Spain

8. Ratio of USNA personnel to Authorized Guests (Do not include guests who are paying a pro rata share of the cost):

105:30

* If ratios are outside of the required percentages as defined in Paragraph 7 of SECNAVINST 7042.7K attach ratio deviation approval from AAUSN, CNO or CMC as appropriate or provide

justification such as an RSVP list showing that the expected attendance was within ratio requirements or that the event was in honor of officials listed in Enclosure (1) of SECNAVINST 7042.7K

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET
(CONT.)

9. If Mementos were presented, complete the following:

Date presented:

Name/Title of Individual(s) Receiving mementos:

Item(s) Presented:

Cost:

10. If the Government Purchase Card (GPC) was used to pay for all or part of the expenses, complete the following:

Date of authorization or sub-authorization holder pre-approval for use of the GPC for the ORF event/Expense: **25 Sep 2017**

Description of Item/Service and Merchant Name:

Food & Consumables – Keaney, Sysco

Flowers – Dazzling

Server Support - NABSD

Date Item/Service received: **25 Sep 2017**

Cost: ***Total = \$4900.00**

ORF GPC Card Holder making Purchase: CSI (b) (6)

Name and Signature of Individual verifying receipt of item/service (must be different from the GPC card holder and individual must also initial the paper receipt verifying receipt of the items/services):

11. Approved By: LCDR (b) (6) USNA Staff Judge Advocate

(b) (6)
LCDR, JAGC, USN

12. Approved By: CAPT George Lang, USNA Superintendent Chief of Staff
(b) (6)

(Name, Title, and Signature of Authorization/Sub-Authorization Holder or reference and attach separate approval documentation.)

ENTERTAINMENT EXPENSES FOR USNA HOSTED EVENTS REQUEST/APPROVAL

Cost Center:	Name	Signature:	Email Address:	Extension:
Requestor:	Supe's Office			
Financial Manager:	LT (b) (6)	<i>L. C. [Signature]</i>	(b) (6)	3-1507
Approving Official:		Email Address:	Phone Number:	
CAPT Lang, Chief of Staff		(b) (6)	(b) (6)	
Events:	Ceremony Commemorating the Spanish & U.S. Navy Relationship			
Purpose:	This event serves to enhance the mission of USNA by building influential relationships between the U.S. Navy and International Leadership.			
Location:	Buchanan House			
Date(s):	25 Sep 2017			
Time:	See Below			
Official Guest:	See Attached List(s)			
Notes:	Cost below are for beverages per person, per event, allowed per USNAINST 7000.4A para 9.b.1; attendance numbers are best estimate. Current RSVP's are still within allowable ratios.			

Enlisted Aide Support: QRE Official <input checked="" type="checkbox"/> Volunteer/Paid <input type="checkbox"/>	Ethics Review: <input checked="" type="checkbox"/> No legal objection <input type="checkbox"/> No legal objection, see attached memo <input type="checkbox"/> Legal objection, see attached memo	SIA Signature: (b) (6)
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1. SUMMARY OF EXPENSES AND FUNDING SOURCES FOR SPANISH & U.S. NAVY COMMEMORATION

EXPENSE	Include in Cost pp*	OMN	OMN (REIMB)	OMN (ORF)	ORF Restricted	GIFT Unrestricted	TOTAL
Food and Bev	Y			\$4,050.00			\$4,050.00
Labor	N			\$1,000.00			\$1,000.00
Flowers	N			\$400.00			\$400.00
Gifts	N			\$550.00			\$550.00
Total Expenses				\$6,000.00			\$6,000.00

2. EXPENSE DETAILS AND LINE ITEM APPROVAL

EXPENSE #1:	LOCATION:	FUNDING SOURCE:	COST PER PERSON:	GUEST TO HOST RATIO:		
U.S. & Spanish Navy Commemoration	Buchanan House	ORF	\$30.00	105/30		
MENU: TBD						
	GUESTS		HOSTS		DEVELOPMENT	TOTAL
PERSONNEL	DOD PERSONNEL	NON-DOD PERSONNEL	USNA PERSONNEL	USNA SPOUSES	MIDN	TOTAL
Attendees anticipated	65	40	15	15	0	135
Cost per person	\$30.00	\$30.00	\$30.00	\$30.00	\$60.00	\$30.00
Total Cost	\$1,950.00	\$1,200.00	\$450.00	\$450.00	\$0.00	\$4,050.00

APPROVING OFFICIAL CERTIFICATION (initial and sign)

(b) (6) approve the above expense.

☐ I do not approve the above expense.

certify that the expenses approved above meet the statutory law for use of funds.

certify that the expenses approved above meet the criteria for justifying discretionary expenses. They are necessary to an official purpose of the Naval Academy and that the Naval Academy's functions could not have been accomplished as satisfactorily (b) (6) standpoint without such expenditures.

Signature: (b) (6)

Date:

6/21/2017

3. CERTIFICATION OF FUNDS AVAILABILITY

I certify that I hold an approved budget and that funds are available for the expenses approved above.

Signature: (b) (6)

Date:

6/21/17

Copy to: Comptroller

Purpose: To record obligation in the official accounting system.

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET

1. Date of Function/Expense: **30 Aug 17**
2. Type of Function/Expense: **Lunch IHO Major General Donato B San Juan II AFP, Superintendent, Philippine Military Academy**
3. Location Held: **Buchanan House**
4. ORF Account Charged: = **\$470.00**
*******Funding is subject to the enactment of the FY 2017 DoD Appropriation Act or Continuing Resolution Authority and is subject to whichever Act becomes available.*******

Event Expenses: **\$470.00**
Memento Expenses: **N/A**
Total ORF Cost: **\$470.00**

5. Name and Title of DOD Host (Military or Civilian):

Vice Admiral Ted Carter, USNA Superintendent

6. If DON ORF Policy Exception or Special Expense Approval was required, provide the following information: **N/A**
Type of Function or Expense requiring Policy Exception or special approval: **N/A**
Approving Official:
Date of Approval:
7. Authorized Guests (as defined in paragraph 7 of SECNAVINST 7042.7K) receiving ORF courtesies.

Total Authorized Guests invited: **4**
Total Authorized Guests in attendance: **4**

List the Names and Titles of five of the most distinguished or prominent authorized guests in attendance:

Major General Donato B San Juan II: Superintendent
BGen (b) (6) Defense, Military, Air; Naval Attache
LTC (b) (6) Logistics Officer
Maj (b) (6) Deputy for Education, Plans & Programs

8. Ratio of USNA personnel to Authorized Guests (Do not include guests who are paying a pro rata share of the cost): **4:7**

* If ratios are outside of the required percentages as defined in Paragraph 7 of SECNAVINST 7042.7K attach ratio deviation approval from AAUSN, CNO or CMC as appropriate or provide justification such as an RSVP list showing that the expected attendance was within ratio

requirements or that the event was in honor of officials listed in Enclosure (1) of SECNAVINST 7042.7K

9. If Mementos were presented, complete the following:

Date presented:

Name/Title of Individual(s) Receiving mementos:

Item(s) Presented:

Cost:

10. If the Government Purchase Card (GPC) was used to pay for all or part of the expenses, complete the following:

Date of authorization or sub-authorization holder pre-approval for use of the GPC for the ORF event/Expense:

Description of Item/Service and Merchant Name:

Food & Consumables, Whole Foods

Flowers, Dazzling

Date Item/Service received: **30 Aug 2017**

ORF GPC Card Holder making Purchase: CS1 (b) (6)

Name and Signature of Individual verifying receipt of item/service (must be different from the GPC card holder and individual must also initial the paper receipt verifying receipt of the items/services):

11. Approved By: LCDR (b) (6) USNA Staff Judge Advocate

12. Approved By: CAPT Lang, George, USNA Superintendent Chief of Staff

(b) (6) 3/15/2017

(Name, Title, and Signature of Authorization/Sub-Authorization Holder or reference and attach separate approval documentation.)

ENTERTAINMENT EXPENSES FOR USNA HOSTED EVENTS REQUEST/APPROVAL

Cost Center:	Name	Signature:	Email Address:	Extension:
Requestor:				
Financial Manager:	LT (b) (6)	(b) (6)	(b) (6)	(b) (6)

Approving Official: CAPT Lang, Chief of Staff	Email Address: (b) (6)	Phone Number: (b) (6)
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Event:	CAPT Duffy of Britannia Royal Naval College
Purpose:	This event serves to enhance the mission of the command through development of influential relationships among key supporters of the Naval Academy.
Location:	Varied
Date(s):	3-6 November 2015
Time:	Varied
Official Guest:	See Attached List and Email
Notes:	\$20 per guest for breakfast and \$60 per guest for dinner is deemed appropriate per USNAINST 7000.4A para 9.b.1.

1. SUMMARY OF EXPENSES AND FUNDING SOURCES								
EXPENSE	Include in Cost PP*	OMN	OMN (REIMB)	OMN (ORF)	OMN (LATAM)	GIFT Restricted	GIFT Unrestricted	TOTAL
Food and Bev				\$888.00				\$888.00
Total Expenses				\$888.00				\$888.00

*IAW USNAINST 7000.4A paragraph 9.b.1

2. EXPENSE DETAILS AND LINE ITEM APPROVAL

EXPENSE #1: Breakfast (for 4 days)	LOCATION: USNA Club	FUNDING SOURCE: ORF	COST PER PERSON: \$18.00	GUEST TO HOST RATIO: 2/2
MENU: TBD				

	GUESTS		HOSTS		//////////	DEVELOPMENT	//////////
PERSONNEL	NON-DOD PERSONNEL	DOD PERSONNEL	USNA PERSONNEL	USNA SPOUSES	SUBTOTAL	MIDN	TOTAL
Attendees	2	0	2	0	4	0	4
Cost per person/ day	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00
Total Cost/ day	\$36.00	0.00	\$36.00	0.00	\$72.00	0.00	\$72.00
Four Day total	\$144.00	0.00	\$144.00	0.00	\$288.00		\$288.00


*IAW USNAINST 7000.4A paragraph 9.b.1

APPROVING OFFICIAL CERTIFICATION (initial and sign) (b) (6) I approve the above expense. _____ I do not approve the above expense. I certify that the expenses approved above meet the statutory law for use of funds. I certify that the expenses approved above meet the criteria for justifying discretionary expenses. They are necessary to further an official purpose of the Naval Academy and that the Naval Academy's functions could not have been accomplished as satisfactorily or as effectively from the Government's standpoint without such expenditures.	
Signature: _____ (b) (6)	Date: <u>9/15/2015</u>

EXPENSE #2: Dinner	LOCATION: Buchanan House	FUNDING SOURCE: ORF	COST PER PERSON: \$60.00	GUEST TO HOST RATIO: 2/8
MENU: TBD				

	GUESTS		HOSTS		//////////	DEVELOPMENT	//////////
PERSONNEL	NON-DOD PERSONNEL	DOD PERSONNEL	USNA PERSONNEL	USNA SPOUSES	SUBTOTAL	MIDN	TOTAL
Attendees (list attached)	2	0	7	1	10	0	10
Cost per person	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Total Cost	\$120.00	0.00	\$420.00	\$60.00	\$600.00	0.00	\$600.00

*IAW USNAINST 7000.4A paragraph 9.b.1

Enlisted Aide Support: QRE Official <input checked="" type="checkbox"/> Volunteer/Paid _____	Ethics Review: <input checked="" type="checkbox"/> No legal objection <input type="checkbox"/> No legal objection, see attached memo <input type="checkbox"/> Legal objection, see attached memo	SJA Signature: (b) (6)  LDR, JAGC, USN
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APPROVING OFFICIAL CERTIFICATION (initial and sign)

(b) (6) I approve the above expense. _____ I do not approve the above expense.

(b) (6) I certify that the expenses approved above meet the statutory law for use of funds.

(b) (6) I certify that the expenses approved above meet the criteria for justifying discretionary expenses. They are necessary to perform an official purpose of the Naval Academy and that the Naval Academy's functions could not have been accomplished as satisfactorily or as effectively from the Government's standpoint without such expenditures.

Signature: _____ Date: 9/15/2015

3. CERTIFICATION OF FUNDS AVAILABILITY

I certify that I hold an approved budget and that funds are available for the expenses approved above.

Signature: _____ Date: 15 SEPT 2015

Copy to: Comptroller

Purpose: To record obligation in the official accounting system.

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET

1. Date of Function/Expense: 3-5 November 2015

2. Type of Function/Expense: **Official Visit**

3. Location Held: USNA Club and Buchanan House

4. ORF Account Charged:

*****Funding is subject to the enactment of the FY 2016 DoD Appropriation Act or Continuing Resolution Authority and is subject to whichever Act becomes available.*****

Event Expenses: \$888.00

Memento Expenses: \$350.00

Total ORF Cost: \$1238.00

5. Name and Title of DOD Host (Military or Civilian):

VADM Walter Carter, Jr Superintendent USNA

6. If DON ORF Policy Exception or Special Expense Approval was required, provide the following information: **N/A**

Type of Function or Expense requiring Policy Exception or special approval: **N/A**

Approving Official:

Date of Approval:

7. Authorized Guests (as defined in paragraph 7 of SECNAVINST 7042.7K) receiving ORF courtesies.

Total Authorized Guests invited: **2**

Total Authorized Guests in attendance: **2**

List the Names and Titles of five of the most distinguished or prominent authorized guests in attendance:

CAPT (b) (6) of Britannia Royal Naval College

BRNC (b) (6)

8. Ratio of USNA personnel to Authorized Guests (Do not include guests who are paying a pro rata share of the cost): **1/3**

* If ratios are outside of the required percentages as defined in Paragraph 7 of SECNAVINST 7042.7K attach ratio deviation approval from AAUSN, CNO or CMC as appropriate or provide justification such as an RSVP list showing that the expected attendance was within ratio requirements or that the event was in honor of officials listed in Enclosure (1) of SECNAVINST 7042.7K

9. If Mementos were presented, complete the following:

Date presented:

Name/Title of Individual Receiving mementos: CAPT (b) (6) of Britannia Royal Naval College

Item(s) Presented: TBD

Cost:

10. If the Government Purchase Card (GPC) was used to pay for all or part of the expenses, complete the following:

Date of authorization or sub-authorization holder pre-approval for use of the GPC for the ORF event/Expense:

Description of Item/Service and Merchant Name: Midshipman Store, USNA Club

Date Item/Service received:

ORF GPC Card Holder making Purchase: CSI (b) (6)

Name and Signature of Individual verifying receipt of item/service (must be different from the GPC card holder and individual must also initial the paper receipt verifying receipt of the items/services):

11. Approved By: CAPT Lang, George, USNA Superintendent Chief of Staff
(b) (6)

(Name, Title, and Signature of Authorization/Sub-Authorization Holder or reference and attach separate approval documentation.)

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET

1. Date of Function/Expense: **24-27 February 2015**
2. Type of Function/Expense: **Meals**
3. Location Held: **USNA (Naval Academy Club and Buchanan House)**
4. ORF Account Charged:
 - 25 February 2015
 - Breakfast at Naval Academy Club (\$15.75 each, 2 guests & 1 USNA, plus \$7.09 Service Charge, total \$54.34)
 - Lunch at King Hall (\$5.55 each, 2 guests & 1 USNA, total \$16.65)
 - Dinner at Buchanan House (\$60 each, 2 guests, 10 USNA, ~~& 3 MIDS~~, total \$900)
 - 26 February 2015
 - Breakfast at Naval Academy Club (\$15.75 each, 2 guests & 1 USNA, plus \$7.09 Service Charge, total \$54.34)
 - Lunch at Faculty Club (\$9.95 each, 2 guests & 1 USNA, \$5.37 gratuity charge, total \$35.22)
 - 27 February 2015
 - Breakfast at Naval Academy Club (\$15.75 each, 2 guests & 1 USNA, plus \$7.09 Service Charge, total \$54.34)

Total ORF Cost: \$1114.89

5. Name and Title of DOD Host (Military or Civilian):

VADM Walter Carter, Jr Superintendent USNA

6. If DON ORF Policy Exception or Special Expense Approval was required, provide the following information: **N/A**

Type of Function or Expense requiring Policy Exception or special approval: **N/A**

Approving Official:

Date of Approval:

7. Authorized Guests (as defined in paragraph 7 of SECNAVINST 7042.7K) receiving ORF courtesies.

Total Authorized Guests invited: **2**

Total Authorized Guests in attendance: **2**

List the Names and Titles of five of the most distinguished or prominent authorized guests in attendance:

Captain Boyan Mednikarov- Superintendent, Nikola Vaptsarov Naval Academy
Captain (b) (6) - International Relations Office Head

8. Ratio of USNA personnel to Authorized Guests (Do not include guests who are paying a pro rata share of the cost): **2/10**

* If ratios are outside of the required percentages as defined in Paragraph 7 of SECNAVINST 7042.7K attach ratio deviation approval from AAUSN, CNO or CMC as appropriate or provide justification such as an RSVP list showing that the expected attendance was within ratio requirements or that the event was in honor of officials listed in Enclosure (1) of SECNAVINST 7042.7K

9. If Mementos were presented, complete the following:

Date presented: **25 February 2015**

Name/Title of Individual(s) Receiving mementos: **Captain Boyan Mednikarov-Superintendent, Nikola Vaptsarov Naval Academy**

Item(s) Presented: USNA Plaque

Cost: \$68 (taken from gift inventory)

10. If the Government Purchase Card (GPC) was used to pay for all or part of the expenses, complete the following:

Date of authorization or sub-authorization holder pre-approval for use of the GPC for the ORF event/Expense:

Description of Item/Service and Merchant Name: Support for guest food. Merchant TBD

Date Item/Service received: 25, 26, and 27 February 2015

ORF GPC Card Holder making Purchase: CS1 (b) (6)

Name and Signature of Individual verifying receipt of item/service (must be different from the GPC card holder and individual must also initial the paper receipt verifying receipt of the items/services):

11. Enlisted Aide Support: **25 Feb 15 dinner at BH**

Enlisted Aide: Official ☒ Un-Off/Rel. to Official Duties ☐ Volunteer/Paid ☐

SJA Signature: (b) (6) **LCDR, JAGC, USN**

Approved By: (b) (6) **2/10/15**
CAPT Vahsen, Steven, USNA Superintendent Chief of Staff


(Name, Title, and Signature of Authorization/Sub-Authorization Holder or reference and attach separate approval documentation.)

ENTERTAINMENT EXPENSES FOR USNA HOSTED EVENTS REQUEST/APPROVAL

Cost Center:	Name	Signature:	Email Address:	Extension:
Requestor:	Supe Staff			
Financial Manager:	LT (b) (6)	(b) (6)	(b) (6)	(b) (6)
Executive Assistant:	CDR (b) (6)		(b) (6)	3(b)

Approving Official: CAPT Vahsen, Chief of Staff	Email Address: (b) (6)	Phone Number: (b) (6)
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Event:	Dinner IHO Bulgarian Superintendent
Purpose:	This event serves to enhance the mission of the command through development of influential relationships among key supporters of the Naval Academy and foreign counterparts
Location:	Buchanan House
Date(s):	25FEB2015
Time:	1800-2000
Official Guest:	See Attached List
Notes:	\$60 per guest per dinner is deemed appropriate per USNAINST 7000.4A para 9.b.1.

Enlisted Aide Support: Official <input checked="" type="checkbox"/> Volunteer/Paid____ Un-Off/Rel. to Official Duties____ None____	Ethics Review: <input checked="" type="checkbox"/> No legal objection <input type="checkbox"/> No legal objection, see attached memo <input type="checkbox"/> Legal objection, see attached memo	SJA Signature: (b) (6) 
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1. SUMMARY OF EXPENSES AND FUNDING SOURCES								
EXPENSE	Include in Cost PP*	OMN	OMN (REIMB)	OMN (ORF)	OMN (LATAM)	GIFT Restricted	GIFT Unrestricted	TOTAL
Food and Bev	Y			720.00				
Flowers	N			180.00				
Total Expenses				900.00				900.00

*IAW USNAINST 7000.4A paragraph 9.b.1

2. EXPENSE DETAILS AND LINE ITEM APPROVAL

EXPENSE #1: Dinner	LOCATION: Buchanan House	FUNDING SOURCE: ORF	COST PER PERSON: \$60.00	GUEST TO HOST RATIO: 2/10
MENU: TBD				

	GUESTS		HOSTS		////////	DEVELOPMENT	////////
PERSONNEL	NON-DOD PERSONNEL	DOD PERSONNEL	USNA PERSONNEL	USNA SPOUSES	SUBTOTAL	MIDN	TOTAL
Attendees (list attached)	2	0	5	5	12	0	12
Cost per person	60.00	60.00	60.00	60.00	60.00	60.00	60.00
Total Cost	120.00	0.00	300.00	300.00	720.00	0.00	\$720.00

USNA DH 7000/1 (8/2013)

APPROVING OFFICIAL CERTIFICATION (initial and sign)

(b) (6) approve the above expense.

_____ I do not approve the above expense.

certify that the expenses approved above meet the statutory law for use of funds.

certify that the expenses approved above meet the criteria for justifying discretionary expenses. They are necessary to further an official purpose of the Naval Academy and that the Naval Academy's functions could not have been accomplished as satisfactorily or as effectively from the Government's standpoint without such expenditures.

Signature: (b) (6)

Date: 11 Feb 2015

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET

1. Date of Function/Expense: **19 Oct 2016**
2. Type of Function/Expense: **Official Visit - Lunch IHO JMSDF CNO, ADM Takei.**
3. Location Held: **Buchanan House**
4. ORF Account Charged: **\$458.00**

Event Expenses: **\$390.00**
Memento Expenses: **\$68.00**
Total ORF Cost: **\$458.00**

5. Name and Title of DOD Host (Military or Civilian):

VADM Walter Carter, Jr Superintendent USNA

6. If DON ORF Policy Exception or Special Expense Approval was required, provide the following information: **N/A**

Type of Function or Expense requiring Policy Exception or special approval: **N/A**

Approving Official:

Date of Approval:

7. Authorized Guests (as defined in paragraph 7 of SECNAVINST 7042.7K) receiving ORF courtesies.

Total Authorized Guests invited: **13**

Total Authorized Guests in attendance: **13**

List the Names and Titles of five of the most distinguished or prominent authorized guests in attendance:

Chief of Staff, Japan Maritime Self-Defense Force, Admiral Tomohisa TAKEI
Defense and Naval Attaché at the Embassy of Japan, Rear Admiral Yuki SEKIGUCHI
Deputy Director of Plans and Programs Division, Maritime Staff Office, Captain (b) (6)
Senior Aide to Chief of Staff, Japan Maritime Self-Defense Force, Captain (b) (6)
Staff, Plans and Policy Section, Maritime Staff Office, Commander (b) (6)

8. Ratio of USNA personnel to Authorized Guests (Do not include guests who are paying a pro rata share of the cost): **6:7**

* If ratios are outside of the required percentages as defined in Paragraph 7 of SECNAVINST 7042.7K attach ratio deviation approval from AAUSN, CNO or CMC as appropriate or provide justification such as an RSVP list showing that the expected attendance was within ratio requirements or that the event was in honor of officials listed in Enclosure (1) of SECNAVINST 7042.7K

9. If Mementos were presented, complete the following:

Date presented: ^{OCT} 19 April 2016 L.

Name/Title of Individual(s) Receiving mementos: Admiral (b) (6)

Item(s) Presented: USNA Plaque

Cost: \$68.00

10. If the Government Purchase Card (GPC) was used to pay for all or part of the expenses, complete the following:

Date of authorization or sub-authorization holder pre-approval for use of the GPC for the ORF event/Expense:

Description of Item/Service and Merchant Name:

Date Item/Service received:

ORF GPC Card Holder making Purchase: PO1 (b) (6)

Name and Signature of Individual verifying receipt of item/service (must be different from the GPC card holder and individual must also initial the paper receipt verifying receipt of the items/services):

11. Approved By: CAPT Lang, George, USNA Superintendent Chief of Staff

(b) (6)

(Name, Title, and Signature of Authorization/Sub-Authorization Holder or reference and attach separate approval documentation.)

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET

1. Date of Function/Expense: **2 Apr 2019**
2. Type of Function/Expense: **Official Visit**
3. Location Held: **Buchanan House**
4. ORF Account Charged: **\$495.00**

Event Expenses: **\$495.00**

Memento Expenses: **N/A**

Total ORF Cost: **\$495.00**

5. Name and Title of DOD Host (Military or Civilian):

VADM Walter E. "Ted" Carter, Jr.

6. If DON ORF Policy Exception or Special Expense Approval was required, provide the following information: **N/A**

Type of Function or Expense requiring Policy Exception or special approval: **N/A**

Approving Official:

Date of Approval:

7. Authorized Guests (as defined in paragraph 7 of SECNAVINST 7042.7K) receiving ORF courtesies.

Total Authorized Guests invited: **14**

Total Authorized Guests in attendance: **14**

List the Names and Titles of five of the most distinguished or prominent authorized guests in attendance:

Superintendent, French Naval Academy

Superintendent, Netherlands Naval Academy

8. Ratio of USNA personnel to Authorized Guests (Do not include guests who are paying a pro rata share of the cost): **5:9**

* If ratios are outside of the required percentages as defined in Paragraph 7 of SECNAVINST 7042.7K attach ratio deviation approval from AAUSN, CNO or CMC as appropriate or provide justification such as an RSVP list showing that the expected attendance was within ratio requirements or that the event was in honor of officials listed in Enclosure (1) of SECNAVINST 7042.7K

9. If Mementos were presented, complete the following: N/A

Date presented:

Name/Title of Individual(s) Receiving mementos:

Item(s) Presented:

Cost:

10. If the Government Purchase Card (GPC) was used to pay for all or part of the expenses, complete the following:

Date of authorization or sub-authorization holder pre-approval for use of the GPC for the ORF event/Expense:

Description of Item/Service and Merchant Name:

Academy Flowers

Whole Foods

Date Item/Service received: **2 Apr 2019**

ORF GPC Card Holder making Purchase:

Name and Signature of Individual verifying receipt of item/service (must be different from the GPC card holder and individual must also initial the paper receipt verifying receipt of the items/services):

11. Approved By: **USNA Superintendent Staff Judge Advocate**

(b) (6)

LEAH, RAC, USN

12. Approved By: **CAPT Lang, George, USNA Superintendent Chief of Staff**

(b) (6)

CAPT, USN

(Name, Title, and Signature of Authorization/Sub-Authorization Holder or reference and attach separate approval documentation.)

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET

1. Date of Function/Expense: **11 Oct 2018**
2. Type of Function/Expense: **Lunch IHO Superintendent of the Mongolian Secretary of Defense**
3. Location Held: **Buchanan House**
4. ORF Account Charged: = **\$460.00**

Event Expenses: **\$460.00**

Memento Expenses: **N/A**

Total ORF Cost: **\$460.00**

5. Name and Title of DOD Host (Military or Civilian):

Vice Admiral Ted Carter, USNA Superintendent

6. If DON ORF Policy Exception or Special Expense Approval was required, provide the following information: **N/A**

Type of Function or Expense requiring Policy Exception or special approval: **N/A**

Approving Official:

Date of Approval:

7. Authorized Guests (as defined in paragraph 7 of SECNAVINST 7042.7K) receiving ORF courtesies.

Total Authorized Guests invited: 12

Total Authorized Guests in attendance: 12

List the Names and Titles of five of the most distinguished or prominent authorized guests in attendance:

Mongolian Secretary of Defense Equivalent

8. Ratio of USNA personnel to Authorized Guests (Do not include guests who are paying a pro rata share of the cost): **3:9**

* If ratios are outside of the required percentages as defined in Paragraph 7 of SECNAVINST 7042.7K attach ratio deviation approval from AAUSN, CNO or CMC as appropriate or provide justification such as an RSVP list showing that the expected attendance was within ratio requirements or that the event was in honor of officials listed in Enclosure (1) of SECNAVINST 7042.7K

9. If Mementos were presented, complete the following:

Date presented:

Name/Title of Individual(s) Receiving mementos:

Item(s) Presented:

Cost:

10. If the Government Purchase Card (GPC) was used to pay for all or part of the expenses, complete the following:

Date of authorization or sub-authorization holder pre-approval for use of the GPC for the ORF event/Expense:

Description of Item/Service and Merchant Name:

Food & Consumables, Whole Foods

Flowers, Gateway Flowers

Date Item/Service received: **11 Oct 2018**

ORF GPC Card Holder making Purchase: CSC

(b) (6)

Name and Signature of Individual verifying receipt of item/service (must be different from the GPC card holder and individual must also initial the paper receipt verifying receipt of the items/services):

11. Approved By: LCDR (b) (6) USNA Staff Judge Advocate

(b) (6)

LCDR JALL, USN

12. Approved By: CAPT Lang, George, USNA Superintendent Chief of Staff

(b) (6)

CAPT, USN 8/30/18

(Name, Title, and Signature of Authorization/Sub-Authorization Holder or reference and attach separate approval documentation.)

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET

1. Date of Function/Expense: **27 July 2018**
2. Type of Function/Expense: **Lunch IHO Superintendent of the Portuguese Naval Academy**
3. Location Held: **Buchanan House**
4. ORF Account Charged: = **\$435.00**

Event Expenses: **\$435.00**

Memento Expenses: **N/A**

Total ORF Cost: **\$435.00**

5. Name and Title of DOD Host (Military or Civilian):

Vice Admiral Ted Carter, USNA Superintendent

6. If DON ORF Policy Exception or Special Expense Approval was required, provide the following information: **N/A**

Type of Function or Expense requiring Policy Exception or special approval: **N/A**

Approving Official:

Date of Approval:

7. Authorized Guests (as defined in paragraph 7 of SECNAVINST 7042.7K) receiving ORF courtesies.

Total Authorized Guests invited: 12

Total Authorized Guests in attendance: 12

List the Names and Titles of five of the most distinguished or prominent authorized guests in attendance:

**Rear Admiral Edgar Marcos de Bastos Ribeiro and Mrs., Superintendent
Portuguese Naval Academy
Aide of Rear Admiral Edgar Marcos de Bastos Ribeiro**

8. Ratio of USNA personnel to Authorized Guests (Do not include guests who are paying a pro rata share of the cost): **3:9**

* If ratios are outside of the required percentages as defined in Paragraph 7 of SECNAVINST 7042.7K attach ratio deviation approval from AAUSN, CNO or CMC as appropriate or provide justification such as an RSVP list showing that the expected attendance was within ratio requirements or that the event was in honor of officials listed in Enclosure (1) of SECNAVINST 7042.7K

9. If Mementos were presented, complete the following:

Date presented:

Name/Title of Individual(s) Receiving mementos:

Item(s) Presented:

Cost:

10. If the Government Purchase Card (GPC) was used to pay for all or part of the expenses, complete the following:

Date of authorization or sub-authorization holder pre-approval for use of the GPC for the ORF event/Expense:

Description of Item/Service and Merchant Name:

Food & Consumables, Whole Foods

Flowers, Gateway Flowers

Date Item/Service received: **27 July 2018**

ORF GPC Card Holder making Purchase: CSC (b) (6)

Name and Signature of Individual verifying receipt of item/service (must be different from the GPC card holder and individual must also initial the paper receipt verifying receipt of the items/services):

11. Approved By: LCDR (b) (6) USNA Staff Judge Advocate

(b) (6)

LCDR, JAGC, USN

12. Approved By: CAPT Lang, George, USNA Superintendent Chief of Staff

(b) (6)

(Name, Title, and Signature of Authorization/Sub-Authorization Holder or reference and attach separate approval documentation.)

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET

1. Date of Function/Expense: **30 January 2019**

2. Type of Function/Expense: **Official Visit**

3. Location Held: **Buchanan House**

4. ORF Account Charged: **\$360.00**

Event Expenses: **\$360.00**

Memento Expenses: **N/A**

Total ORF Cost: **\$360.00**

5. Name and Title of DOD Host (Military or Civilian):

VADM Walter E. "Ted" Carter, Jr.

6. If DON ORF Policy Exception or Special Expense Approval was required, provide the following information: **N/A**

Type of Function or Expense requiring Policy Exception or special approval: **N/A**

Approving Official:

Date of Approval:

7. Authorized Guests (as defined in paragraph 7 of SECNAVINST 7042.7K) receiving ORF courtesies.

Total Authorized Guests invited: **12**

Total Authorized Guests in attendance: **12**

List the Names and Titles of five of the most distinguished or prominent authorized guests in attendance:

Egyptian Naval Academy Superintendent

8. Ratio of USNA personnel to Authorized Guests (Do not include guests who are paying a pro rata share of the cost): **8:4**

* If ratios are outside of the required percentages as defined in Paragraph 7 of SECNAVINST 7042.7K attach ratio deviation approval from AAUSN, CNO or CMC as appropriate or provide justification such as an RSVP list showing that the expected attendance was within ratio requirements or that the event was in honor of officials listed in Enclosure (1) of SECNAVINST 7042.7K

9. If Mementos were presented, complete the following: N/A

Date presented:

Name/Title of Individual(s) Receiving mementos:

Item(s) Presented:

Cost:

10. If the Government Purchase Card (GPC) was used to pay for all or part of the expenses, complete the following:

Date of authorization or sub-authorization holder pre-approval for use of the GPC for the ORF event/Expense:

Description of Item/Service and Merchant Name:

Whole Foods

Date Item/Service received: **30 January 2019**

ORF GPC Card Holder making Purchase:

Name and Signature of Individual verifying receipt of item/service (must be different from the GPC card holder and individual must also initial the paper receipt verifying receipt of the items/services):

11. Approved By: **USNA Superintendent Staff Judge Advocate**

(b) (6)

LCOR, JAGC, USN

12. Approved By: **CAPT Lang, George, USNA Superintendent Chief of Staff**

(b) (6)

(Name, Title, and Signature of Authorization/Sub-Authorization Holder or reference and attach separate approval documentation.)

ENTERTAINMENT EXPENSES FOR USNA HOSTED EVENTS REQUEST/APPROVAL

Cost Center:	Name	Signature:	Email Address:	Extension:
Requestor:				
Financial Manager:	LT (b) (6)	(b) (6)	(b) (6)	(b) (6)

Approving Official: CAPT Lang, Chief of Staff	Email Address: (b) (6)	Phone Number: (b) (6)
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Event:	Lunch IHO Gov Jon Huntsman
Purpose:	This event serves to enhance the mission of the command through development of influential relationships among key supporters of the Naval Academy.
Location:	Buchanan House
Date(s):	23OCT2015
Time:	1230-1330
Official Guest:	See Attached List and Email
Notes:	\$30 per guest per lunch is deemed appropriate per USNAINST 7000.4A para 9.b.1.

Enlisted Aide Support: QRE Official <input checked="" type="checkbox"/> Volunteer/Paid <input type="checkbox"/>	Ethics Review: <input checked="" type="checkbox"/> No legal objection <input type="checkbox"/> No legal objection, see attached memo <input type="checkbox"/> Legal objection, see attached memo	SJA Signature: (b) (6) <i>LCDR. JAG, USN</i>
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1. SUMMARY OF EXPENSES AND FUNDING SOURCES								
EXPENSE	Include in Cost PP*	OMN	OMN (REIMB)	OMN (ORF)	OMN (LATAM)	GIFT Restricted	GIFT Unrestricted	TOTAL
Food and Bev	Y			\$180.00				\$180.00
Total Expenses				\$180.00				\$180.00

*IAW USNAINST 7000.4A paragraph 9.b.1

2. EXPENSE DETAILS AND LINE ITEM APPROVAL

EXPENSE #1: Lunch	LOCATION: Buchanan House	FUNDING SOURCE: ORF	COST PER PERSON: \$30.00	GUEST TO HOST RATIO: 2/4
MENU: TBD				

OFFICIAL REPRESENTATION FUNDS EXPENSE DOCUMENTATION SHEET

1. Date of Function/Expense: 23OCT2015
2. Type of Function/Expense: **Official Visit**
3. Location Held: Buchanan House
4. ORF Account Charged: \$5.55

*******Funding is subject to the enactment of the FY 2016 DoD Appropriation Act or Continuing Resolution Authority and is subject to whichever Act becomes available.*******

Event Expenses: \$30.00 x (6) = \$180.00
Memento Expenses: \$0.00
Total ORF Cost: \$180.00

5. Name and Title of DOD Host (Military or Civilian):

VADM Walter Carter, Jr Superintendent USNA

6. If DON ORF Policy Exception or Special Expense Approval was required, provide the following information: **N/A**

Type of Function or Expense requiring Policy Exception or special approval: **N/A**

Approving Official:

Date of Approval:

7. Authorized Guests (as defined in paragraph 7 of SECNAVINST 7042.7K) receiving ORF courtesies.

Total Authorized Guests invited: **2**

Total Authorized Guests in attendance: **2**

List the Names and Titles of five of the most distinguished or prominent authorized guests in attendance:

Gov. Jon Huntsman
Mrs. Huntsman
VADM Carter
Mrs. Carter
Byron Marchant

8. Ratio of USNA personnel to Authorized Guests (Do not include guests who are paying a pro rata share of the cost): **4/2**

* If ratios are outside of the required percentages as defined in Paragraph 7 of SECNAVINST 7042.7K attach ratio deviation approval from AAUSN, CNO or CMC as appropriate or provide justification such as an RSVP list

showing that the expected attendance was within ratio requirements or that the event was in honor of officials listed in Enclosure (1) of SECNAVINST 7042.7K

9. If Mementos were presented, complete the following:

Date presented: N/A

Name/Title of Individual(s) Receiving mementos:

Item(s) Presented:

Cost:

10. If the Government Purchase Card (GPC) was used to pay for all or part of the expenses, complete the following:

Date of authorization or sub-authorization holder pre-approval for use of the GPC for the ORF event/Expense:

Description of Item/Service and Merchant Name:

Date Item/Service received:

ORF GPC Card Holder making Purchase: CS1 (b) (6)

Name and Signature of Individual verifying receipt of item/service (must be different from the GPC card holder and individual must also initial the paper receipt verifying receipt of the items/services):

11. Approved By: CAPT Lang, George, USNA Superintendent Chief of Staff

(b) (6)

(Name, Title, and Signature of Authorization/Sub-Authorization Holder or reference and attach separate approval documentation.)